

EMSAS Manual

Program Update

Enhanced Missouri Student Achievement Study (EMSAS)
August 2018

<http://dhe.mo.gov/data/emsas/>

Missouri Department of Higher Education

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Data Resources

- [EMSAS Webpage](#)
- [Classification of Instructional Programs \(CIP 2010\)](#)
- DOL TEGL https://wdr.doleta.gov/directives/attach/TEGL/TEGL_10-16-Change1_Acc.pdf

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Preface

Since the fall of 1987, the Missouri Department of Higher Education has annually collected student unit-record information from public institutions across the state. Now known collectively as the Enhanced Missouri Student Achievement Study (EMSAS), these collections have proven invaluable in the ongoing analysis and evaluation of postsecondary education in Missouri.

The MDHE requests this information pursuant to its authority under Sections 173.005 and 173.020, RSMo, and 6 CSR 10-4.021, as well as in compliance with the provisions of the federal Family Educational Rights and Privacy Act (FERPA). Access to identifiable student records contained in the data is protected in accordance with FERPA. Aggregate (non-identifiable) summary information derived from these data enable the MDHE to appropriately meet its statutory and other evaluation and reporting requirements, including the annual publication of the [High School Graduates Performance Report](#) and the [Statistical Summary of Missouri Higher Education](#).

Over nearly three decades, EMSAS has undergone many improvements to data quality as well as administrative efficiency. To a large extent, these improvements embody the collective efforts of institutional data coordinators and MDHE staff. Because of these improvements, EMSAS is playing an increasingly important role in assisting strategic planning and policy implementation at both the state and institutional levels. It is in this role that we expect the EMSAS will continue to provide reliable, timely, and responsive information to help strengthen Missouri higher education to the benefit of students, families, policymakers, and institutions.

Data Reporting and Review

EMSAS Collection

Included Terms

Program Update File

Submitted annually

EMSAS files are to be submitted annually by all public institutions and campuses in Missouri, as well as all institutions participating in [Missouri Reverse Transfer](#). Specific reporting deadlines will be provided by MDHE staff in an annual “Class A” data request letter, to be provided to institutions each year in accordance with 6 CSR 10-4.021. All files will be reported to the MDHE via State Report Manager- <http://dhe.mo.gov/data/srm>, error checked, certified, and approved by MDHE staff upon receipt.

Files should be submitted as comma-separated values (*.csv) format.

Where appropriate, data should be exported in a format which preserves leading and trailing zeroes (institutional FICE code, social security number / student campus ID, and CIP code are examples of data elements in which this may be important).

Programs Reported

Schools should annually submit a record for each academic program that results in the award of a degree, certificate or credential whether the program is submitted for WIOA approval or not. If there are special fees/costs associated with differing delivery modes for the program, then a separate record should be submitted for each delivery mode (example: Programs offered Online where additional fees are charged to program participants).

Record Layouts / Templates

https://dhe.mo.gov/data/emsas/meta/2018/Program_Update_Record_Layout_0904.xlsx

File Specifications

https://dhe.mo.gov/data/emsas/meta/2018/Program_Update_File_Specifications_0904.xlsx

Business Rules

https://dhe.mo.gov/data/emsas/meta/2018/Program_Update_Business_Rules_0904.xlsx

Table of Data Elements

Descriptor Short	Field Name	Field Length
Additional Requirements	AdditionalReq	300
Program Site Address	ADDRESS1	60
Address Stat Cd	AddressStatcd	1
Admissions URL	AdmissionsPageURL	200
Program Category Credit Apprenticeship	ApprenticeshipCredit	1
Program Category NonCredit Apprenticeship	ApprenticeshipNoncredit	1
Cost of Books	Books	10
Books - Unit	BooksUnit	1
Catalog URL	CatalogUrl	200
Program 6 digit CIP Code	Cip	6
Program City	CITY	25
Classroom program option	Classroom	1
Comments	Comments	250
Contact Email	ContactEmail	70
Contact First Name	ContactFname	20
Contact Last Name	ContactLname	20
Contact Phone	ContactPhone	10
Contact Status Code	ContactStatCd	1
Program Cost Effective End Date	CostDateEnd	8
Program Cost Effective Start Date	CostDateStart	8
Program Category Credit	Credit	1
Degree Type	Deg Title Cd	10
Program Degree Level	DegreeLevel	2
DHE Site Code	DHE_SITE_ID	10
DHE Institution Code	DheCode	5
Employment Rate 12 Months After Exit	EmploymentRate12MonthsAfterExit	6
Employment Rate 6 Months After Exit	EmploymentRate6MonthsAfterExit	6
Fees	Fees	10
Fees - Unit	FeesUnit	1
Financial Notes	FinancialNotes	300
Financial Page URL	FinPageURL	200
Hybrid program option	Hybrid	1
Institutional Credential Attainment Rate	InstitutionalCredentialAttainmentRate	6
International Tuition	InternationalTuition	10
IPEDS code assigned to the institution	IPEDS ID	6
Leads to Federal Licensure	LeadsToFederalLicense	1

Descriptor Short	Field Name	Field Length
Leads to Industry Recognized Credential	LeadsToIndustryCredential	1
Leads to State Licensure	LeadsToStateLicense	1
Program Length	LengthProgram	12
Length Type Identifier	LengthType	1
Median Earnings 6 Months After Exit	MedianEarnings6MonthsAfterExit	10
Median Earnings Unit	MedianEarningsUnit	1
ETPS Provider ID Number	MTS_Id	10
Program Category NonCredit	NonCredit	1
Notes/Disclaimers	Notes	300
Number of Apprentices	NumApprentices	5
Program Time Offerings - Afternoon	OffAfternoon	1
Program Time Offerings - Evenings	OffEvening	1
Program Time Offerings - Morning	OffMorning	1
Program Time Offerings - Other	OffOther	1
Description of Program Time Offerings – Other	OffOtherDesc	500
Program Time Offerings - Weekends	OffWeekend	1
Online program option	Online	1
Other Costs	OtherCosts	10
Other Costs Description	OtherCostsDescription	300
Other Costs - Unit	OtherCostsUnit	1
Other program delivery options	OtherProgramDelivery	1
Outcome Title	Outcome	100
Resident Tuition: Out-of-District	OutofDistrictTuition	10
Pell Grant Eligible	PellGrant	1
DHE Program ID Number	Prog_ID	30
Detailed Program Description	ProgramDesc	500
Title of Program	ProgramTitle	255
Refund Policy	RefundPolicy	1000
Admission Requirements	Requirements	500
Program State	STATE	2
Supplies	Supplies	10
Supplies - Unit	SuppliesUnit	1
Cost of Tools for Program	Tools	10
Tools - Unit	ToolsUnit	1
Transfer Degree	TransferDegree	1
ETPS Program ID	Trn_Prov_Prog_App_Id	10
Non-Resident Tuition for Out of State residents	TuitionNonResident	10
Resident Tuition: In-District	TuitionResident	10
Tuition Unit	TuitionUnit	1
Waiver Requested	WaiverRequested	1

Descriptor Short	Field Name	Field Length
WIOA Eligibility Requested	WIOAEligibilityRequested	1
Program Zip code	ZIP	10

Field Name:	AdditionalReq	
Descriptor Long:	Additional Requirements	
Field Length:	300	
Field Status:	Current	
Definition:	Additional requirements for students pursuing degree program.	
Comments:	OPTIONAL. Example: 'Student must be able to stand for long periods of time'.	
Hyperlink Resources:		
Manual Year:	2018	
Codeset Name:		
CodesetFormat:		
CodesetComments:		
CodesetExample:		
	Value	Description

Field Name:	ADDRESS1
Descriptor Long:	Program Site Address
Field Length:	60
Field Status:	Current
Definition:	Street Address of program
Comments:	OPTIONAL. If left blank the Site address will be used.

Hyperlink Resources:

Manual Year: 2018

Codeset Name:

CodesetFormat:

CodesetComments:

CodesetExample:

Value	Description
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Field Name:	AddressStatcd
Descriptor Long:	Address Stat Cd
Field Length:	1
Field Status:	Current
Definition:	Is this address the same as the Site address?
Comments:	Y=Yes N=No

Hyperlink Resources:

Manual Year: 2018

Codeset Name:

CodesetFormat:

CodesetComments:

CodesetExample:

Value	Description
Y	Yes, Program and Site address are the same
N	No, Program and Site address Not the same

Field Name:	AdmissionsPageURL
Descriptor Long:	Admissions URL
Field Length:	200
Field Status:	Current
Definition:	URL for the Admissions page of the institution.
Comments:	OPTIONAL.

Hyperlink Resources:

Manual Year:	2018
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Codeset Name:

CodesetFormat:

CodesetComments:

CodesetExample:

Value	Description
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Field Name: **ApprenticeshipCredit**
Descriptor Long: Program Category Credit Apprenticeship
Field Length: 1
Field Status: Current
Definition: Is this an apprenticeship with credit program?
Comments: Y=Yes N=No

Hyperlink Resources:

Manual Year: 2018

Codeset Name:

CodesetFormat:

CodesetComments:

CodesetExample:

Value	Description
Y	Yes
N	No

Field Name: **ApprenticeshipNoncredit**
Descriptor Long: Program Category NonCredit Apprenticeship
Field Length: 1
Field Status: Current
Definition: Is this a noncredit apprenticeship program?
Comments: Y=Yes N=No

Hyperlink Resources:

Manual Year: 2018

Codeset Name:

CodesetFormat:

CodesetComments:

CodesetExample:

Value	Description
Y	Yes
N	No

Field Name:	Books	
Descriptor Long:	Cost of Books	
Field Length:	10	
Field Status:	Current	
Definition:	Currently established cost of books required to participate in the program.	
Comments:	9999999v99 (10,2). Field has two decimal positions and the decimal point (.) must be included. Example: \$250 to be reported as '250.00'. Institutions have the option to report the cost of books on either a program basis or credit hour basis, however if LengthType is reported as 'M' Monthly, 'W' Weekly or 'H' Hourly, Books must be reported on a program basis.	
Hyperlink Resources:		
Manual Year:	2018	
Codeset Name:		
CodesetFormat:		
CodesetComments:		
CodesetExample:		
	Value	Description

Field Name:	BooksUnit	
Descriptor Long:	Books - Unit	
Field Length:	1	
Field Status:	Current	
Definition:	The unit of measure for reported cost of books	
Comments:	C = Credit hour P = Program If LengthType is reported as 'M' Monthly, 'W' Weekly or 'H' Hourly, then BooksUnit must be reported on a Program basis.	
Hyperlink Resources:		
Manual Year:	2018	
Codeset Name:		
CodesetFormat:		
CodesetComments:		
CodesetExample:		
	Value	Description
	C	Credit hour
	P	Program

Field Name:	CatalogUrl	
Descriptor Long:	Catalog URL	
Field Length:	200	
Field Status:	Current	
Definition:	URL for this program's information in the institution's catalog or website.	
Comments:	OPTIONAL	
Hyperlink Resources:		
Manual Year:	2018	
Codeset Name:		
CodesetFormat:		
CodesetComments:		
CodesetExample:		
	Value	Description

Field Name:	Cip		
Descriptor Long:	Program 6 digit CIP Code		
Field Length:	6		
Field Status:	Current		
Definition:	CIP code for the Program.		
Comments:			
Hyperlink Resources:	Classification of Instructional Programs (CIP 2010)		
Manual Year:	2018		
Codeset Name:			
CodesetFormat:			
CodesetComments:			
CodesetExample:			
	<table> <tr> <th>Value</th><th>Description</th></tr> </table>	Value	Description
Value	Description		

Field Name:	CITY
Descriptor Long:	Program City
Field Length:	25
Field Status:	Current
Definition:	City location of program
Comments:	OPTIONAL. If left blank the Site city will be used.

Hyperlink Resources:

Manual Year:	2018
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Codeset Name:

CodesetFormat:

CodesetComments:

CodesetExample:

Value	Description
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Field Name:	Classroom	
Descriptor Long:	Classroom program option	
Field Length:	1	
Field Status:	Current	
Definition:	Is the program offered completely (100%) in the classroom?	
Comments:	Y = Yes N = No At least one mode of delivery Online, Classroom, Hybrid , or OtherProgramDelivery must be coded 'Y'.	
Hyperlink Resources:		
Manual Year:	2018	
Codeset Name:		
CodesetFormat:		
CodesetComments:		
CodesetExample:		
	Value	Description
	Y	Yes program offered 100% in classroom
	N	No program Not offered 100% in classroom

Field Name:	Comments	
Descriptor Long:	Comments	
Field Length:	250	
Field Status:	Current	
Definition:	Additional comments the institution wants to share about the program.	
Comments:	OPTIONAL.	
Hyperlink Resources:		
Manual Year:	2018	
Codeset Name:		
CodesetFormat:		
CodesetComments:		
CodesetExample:		
	Value	Description

Field Name:	ContactEmail
Descriptor Long:	Contact Email
Field Length:	70
Field Status:	Current
Definition:	Email of contact person for program information.
Comments:	OPTIONAL. If left blank the Site contact e-mail will be used.

Hyperlink Resources:

Manual Year: 2018

Codeset Name:

CodesetFormat:

CodesetComments:

CodesetExample:

Value	Description
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Field Name:	ContactFname
Descriptor Long:	Contact First Name
Field Length:	20
Field Status:	Current
Definition:	First name of contact person for program information.
Comments:	OPTIONAL. If left blank the Site contact first name will be used.

Hyperlink Resources:

Manual Year: 2018

Codeset Name:

CodesetFormat:

CodesetComments:

CodesetExample:

Value	Description
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Field Name:	ContactLname
Descriptor Long:	Contact Last Name
Field Length:	20
Field Status:	Current
Definition:	Last name of contact person for program information.
Comments:	OPTIONAL. If left blank the Site contact last name will be used.

Hyperlink Resources:

Manual Year: 2018

Codeset Name:

CodesetFormat:

CodesetComments:

CodesetExample:

Value	Description
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Field Name:	ContactPhone	
Descriptor Long:	Contact Phone	
Field Length:	10	
Field Status:	Current	
Definition:	Phone number of contact person for program information.	
Comments:	OPTIONAL. Format 5556665555, no blanks or hyphens. If left blank the Site contact phone will be used.	
Hyperlink Resources:		
Manual Year:	2018	
Codeset Name:		
CodesetFormat:		
CodesetComments:		
CodesetExample:		
	Value	Description

Field Name:**ContactStatCd**

Descriptor Long: Contact Status Code

Field Length: 1

Field Status: Current

Definition: Should the contact information for the Site be used?

Comments: Y=Yes N=No

Hyperlink Resources:

Manual Year: 2018

Codeset Name:

CodesetFormat:

CodesetComments:

CodesetExample:

Value**Description**

Y

Yes, contact information for Program and Site are the same

N

No, contact information for Program and Site are **Not** the same

Field Name:	CostDateEnd	
Descriptor Long:	Program Cost Effective End Date	
Field Length:	8	
Field Status:	Current	
Definition:	End date of costs reported	
Comments:	Format: MMDDYYYY Entry must be no earlier than July 1 of current collection year and no later than June 30 of the current collection year (e.g. June 30, 2019 for 2018-19 collection year).	
Hyperlink Resources:		
Manual Year:	2018	
Codeset Name:		
CodesetFormat:		
CodesetComments:		
CodesetExample:		
	Value	Description
	MMDDYYYY	

Field Name:	CostDateStart	
Descriptor Long:	Program Cost Effective Start Date	
Field Length:	8	
Field Status:	Current	
Definition:	Start date of reported costs	
Comments:	Format: MMDDYYYY Entry must be no earlier than July 1 of the current collection year and no later than June 30 of current collection year (e.g. June 30, 2019 for 2018-19 collection year). It must be earlier than CostDateEnd .	
Hyperlink Resources:		
Manual Year:	2018	
Codeset Name:		
CodesetFormat:		
CodesetComments:		
CodesetExample:		
	Value	Description
	MMDDYYYY	

Field Name:**Credit**

Descriptor Long:

Program Category Credit

Field Length:

1

Field Status:

Current

Definition:

Is program offered for credit?

Comments:

Y=Yes N=No

If **NonCredit** = 'Y', this field must be coded 'N'.

Hyperlink Resources:

Manual Year:

2018

Codeset Name:

CodesetFormat:

CodesetComments:

CodesetExample:

Value**Description**

Y

Yes, program is offered for credit

N

No, program is noncredit

Field Name:	Deg_Title_Cd		
Descriptor Long:	Degree Type		
Field Length:	10		
Field Status:	Current		
Definition:	Institutions have the option of entering the type of degree that would be conferred for this program.		
Comments:	OPTIONAL. Examples: BA, BS, MA; MS; AAS, AA		
Hyperlink Resources:			
Manual Year:	2018		
Codeset Name:			
CodesetFormat:			
CodesetComments:			
CodesetExample:			
	<table><tr><th>Value</th><th>Description</th></tr></table>	Value	Description
Value	Description		

Field Name: **DegreeLevel**
 Descriptor Long: Program Degree Level
 Field Length: 2
 Field Status: Current
 Definition: Two digit code for Program Degree Level
 Comments: See values below

Hyperlink Resources:

Manual Year: 2018

Codeset Name: DEGREEC

CodesetFormat:

CodesetComments:

CodesetExample:

Value	Description
11	Certificate < 1 semester (or less than 4 months)
18	Diploma
20	Certificate < 1 year (at least 1 semester but less than 1 year)
21	Certificate >=1 year but < 2 years
22	Certificate 2 year
23	2 year Degree
24	Certificate > 2 years
25	Bachelor's Degree
26	
41	Post Baccalaureate Certificate
42	Master's Degree
43	Education Specialist
45	Doctoral Degree
60	First Professional Degree
61	First Professional Certificate Post Degree

Field Name:	DHE_SITE_ID	
Descriptor Long:	DHE Site Code	
Field Length:	11	
Field Status:	Current	
Definition:	Code assigned to each site where an institution offers programs.	
Comments:	Use '9999999999' if no DHE_SITE_ID assigned. This field is ' SITE_ID ' in the ETPS data system.	
Hyperlink Resources:		
Manual Year:	2018	
Codeset Name:		
CodesetFormat:		
CodesetComments:		
CodesetExample:		
	Value	Description
	9999999999	No DHE Site ID assigned

Field Name:	DheCode
Descriptor Long:	DHE Institution Code
Field Length:	5
Field Status:	Current
Definition:	Institution's DHE ID number
Comments:	Use 99999 if no DHE Institution Code assigned

Hyperlink Resources:

Manual Year: 2018

Codeset Name:

CodesetFormat:

CodesetComments:

CodesetExample:

Value	Description
99999	If no DHE code assigned

Field Name:	EmploymentRate12MonthsAfterExit	
Descriptor Long:	Employment Rate 12 Months After Exit	
Field Length:	6	
Field Status:	Current	
Definition:	Estimated percentage of participants who are in unsubsidized employment during the fourth quarter after exit from program.	
Comments:	<p>OPTIONAL for Non WIOA programs. The field cannot be null if WIOAEligibilityRequested field is coded 'Y'.</p> <p>9999v9. Field has one decimal position and the decimal point (.) must be included. Example: Sixty percent is reported as '60.0' and seventy two and a half percent is reported as '72.5'.</p> <p>Do not include program participants if their employer is receiving a subsidy for their employment. (Subsidized Employment).</p>	
Hyperlink Resources:	https://wdr.doleta.gov/directives/attach/TEGL/TEGL_10-16-Change1_Acc.pdf	
Manual Year:	2018	
Codeset Name:		
CodesetFormat:		
CodesetComments:		
CodesetExample:		
	Value	Description

Field Name:	EmploymentRate6MonthsAfterExit	
Descriptor Long:	Employment Rate 6 Months After Exit	
Field Length:	6	
Field Status:	Current	
Definition:	Estimated percentage of participants who are in unsubsidized employment during the second quarter after exit from program.	
Comments:	<p>OPTIONAL for Non WIOA programs. The field cannot be null if WIOAEligibilityRequested field is coded 'Y'.</p> <p>9999v9. Field has one decimal position and the decimal point (.) must be included. Example: Sixty percent is reported as '60.0' and seventy two and a half percent is reported as '72.5'.</p> <p>Do not include program participants if their employer is receiving a subsidy for their employment. (Subsidized Employment).</p>	
Hyperlink Resources:	https://wdr.doleta.gov/directives/attach/TEGL/TEGL_10-16-Change1_Acc.pdf	
Manual Year:	2018	
Codeset Name:		
CodesetFormat:		
CodesetComments:		
CodesetExample:		
	Value	Description

Field Name:	Fees	
Descriptor Long:	Fees	
Field Length:	10	
Field Status:	Current	
Definition:	Currently established cost of fees associated with the delivery of curriculum for the program.	
Comments:	9999999v99 (10,2). Field has two decimal positions and the decimal point (.) must be included. Example: \$250 to be reported as '250.00'. Institutions have the option to report fees on either a program basis or credit hour basis, however if LengthType is reported as 'M' Monthly, 'W' Weekly or 'H' Hourly, Fees must be reported on a program basis.	
Hyperlink Resources:		
Manual Year:	2018	
Codeset Name:		
CodesetFormat:		
CodesetComments:		
CodesetExample:		
	Value	Description

Field Name:	FeesUnit	
Descriptor Long:	Fees - Unit	
Field Length:	1	
Field Status:	Current	
Definition:	The unit of measure for reported Fees	
Comments:	C = Credit hour P = Program If LengthType is reported as 'M' Monthly, 'W' Weekly or 'H' Hourly, then FeesUnit must be reported on a Program basis.	
Hyperlink Resources:		
Manual Year:	2018	
Codeset Name:		
CodesetFormat:		
CodesetComments:		
CodesetExample:		
	Value	Description
	C	Credit hour
	P	Program

Field Name:	FinancialNotes	
Descriptor Long:	Financial Notes	
Field Length:	300	
Field Status:	Current	
Definition:	Additional notes/disclaimers for financial information to be displayed in Scorecard.	
Comments:	OPTIONAL. Example: 'A different rate is charged for online courses that may be completed for general program requirements'.	
Hyperlink Resources:		
Manual Year:	2018	
Codeset Name:		
CodesetFormat:		
CodesetComments:		
CodesetExample:		
	Value	Description

Field Name:	FinPageURL	
Descriptor Long:	Financial Page URL	
Field Length:	200	
Field Status:	Current	
Definition:	URL to the institution's financial page. The intent is to provide the user a means to research a more detailed list of program costs associated with participating in the program.	
Comments:	OPTIONAL.	
Hyperlink Resources:		
Manual Year:	2018	
Codeset Name:		
CodesetFormat:		
CodesetComments:		
CodesetExample:		
	Value	Description

Field Name: **Hybrid**
Descriptor Long: Hybrid program option
Field Length: 1
Field Status: Current
Definition: Is the program offered with portions online **and** in the classroom?
Comments: Y =Yes N = No
 At least one mode of delivery **Online, Classroom, Hybrid,** or **OtherProgramDelivery** must be coded 'Y'.

Hyperlink Resources:

Manual Year: 2018

Codeset Name:

CodesetFormat:

CodesetComments:

CodesetExample:

Value	Description
Y	Yes program offered with portions online and in the classroom
N	No program not offered with portions online and in the classroom

Field Name:	InstitutionalCredentialAttainmentRate	
Descriptor Long:	Institutional Credential Attainment Rate	
Field Length:	6	
Field Status:	Current	
Definition:	Estimated percentage of participants enrolled in an education or training program who attain a recognized postsecondary credential consisting of an industry-recognized certificate or certification, a certificate of completion of an apprenticeship, a license recognized by the State involved or Federal government, or an associate or baccalaureate degree either during participation in or within 1 year after exit from the program.	
Comments:	<p>OPTIONAL for Non WIOA programs. The field cannot be null if WIOAEligibilityRequested field is coded 'Y'.</p> <p>9999v9. Field has one decimal position and the decimal point (.) must be included. Example: Sixty percent is reported as '60.0' and seventy two and a half percent is reported as '72.5'</p>	
Hyperlink Resources:	https://wdr.doleta.gov/directives/attach/TEGL/TEGL_10-16-Change1_Acc.pdf	
Manual Year:	2018	
Codeset Name:		
CodesetFormat:		
CodesetComments:		
CodesetExample:		
	Value	Description

Field Name:	InternationalTuition	
Descriptor Long:	International Tuition	
Field Length:	10	
Field Status:	Current	
Definition:	Tuition charge for international students.	
Comments:	9999999v99 (10,2). Field has two decimal positions and the decimal point (.) must be included. Example: \$250 to be reported as '250.00'. If the institution does not have a different rate for international students, use the out of state tuition rate.	
Hyperlink Resources:		
Manual Year:	2018	
Codeset Name:		
CodesetFormat:		
CodesetComments:		
CodesetExample:		
	Value	Description

Field Name:	IPEDS_ID	
Descriptor Long:	IPEDS code assigned to the institution	
Field Length:	6	
Field Status:	Current	
Definition:	IPEDS number	
Comments:	Use '999999' if code not available. When '999999' is used, MTS_ID field is required.	
Hyperlink Resources:		
Manual Year:	2018	
Codeset Name:		
CodesetFormat:		
CodesetComments:		
CodesetExample:		
	Value	Description
	999999	IPEDS number not available

Field Name: **LeadsToFederalLicense**
Descriptor Long: Leads to Federal Licensure
Field Length: 1
Field Status: Current
Definition: Could this program lead to federal licensure?
Comments: Y = Yes N = No X = Not applicable

Hyperlink Resources:

Manual Year: 2018

Codeset Name:

CodesetFormat:

CodesetComments:

CodesetExample:

Value	Description
Y	Yes
N	No
X	Not applicable

Field Name: **LeadsToIndustryCredential**
Descriptor Long: Leads to Industry Recognized Credential
Field Length: 1
Field Status: Current
Definition: Could this program lead to an industry recognized credential?
Comments: Y = Yes N = No X = Not applicable

Hyperlink Resources:

Manual Year: 2018

Codeset Name:

CodesetFormat:

CodesetComments:

CodesetExample:

Value	Description
Y	Yes
N	No
X	Not applicable

Field Name: **LeadsToStateLicense**
Descriptor Long: Leads to State Licensure
Field Length: 1
Field Status: Current
Definition: Could this program lead to state licensure?
Comments: Y = Yes N = No X = Not applicable

Hyperlink Resources:

Manual Year: 2018

Codeset Name:

CodesetFormat:

CodesetComments:

CodesetExample:

Value	Description
Y	Yes
N	No
X	Not applicable

Field Name:	LengthProgram	
Descriptor Long:	Program Length	
Field Length:	12	
Field Status:	Current	
Definition:	Maximum length of program reported in credit hours, contact hours, weeks or months. Unit of measure reported in LengthType field.	
Comments:	9999999999v9. Field has one decimal and the decimal point (.) must be entered. Examples: 12 credit hours to be reported as '12.0', 15.5 contact hours to be reported as '15.5'.	
Hyperlink Resources:		
Manual Year:	2018	
Codeset Name:		
CodesetFormat:		
CodesetComments:		
CodesetExample:		
	Value	Description

Field Name:	LengthType
Descriptor Long:	Length Type Identifier
Field Length:	1
Field Status:	Current
Definition:	Is the reported length of program in credit hours, contact hours, weeks or months?
Comments:	See values below. If program is coded as 'H'= Contact Hours, 'W'= Weeks, or 'M'= Monthly, then the per unit cost figures (Tuition, Fees, Books, Tools, Supplies and Other Costs) must be reported on a Program basis (code 'P') in those corresponding fields.

Hyperlink Resources:

Manual Year: 2018

Codeset Name:

CodesetFormat:

CodesetComments:

CodesetExample:

Value	Description
R	Credit hours
H	Contact hours
W	Weeks
M	Months

Field Name:	MedianEarnings6MonthsAfterExit	
Descriptor Long:	Median Earnings 6 Months After Exit	
Field Length:	10	
Field Status:	Current	
Definition:	Estimated median earnings of participants who are in unsubsidized employment during the second quarter after exit from the program.	
Comments:	OPTIONAL for Non WIOA programs. The field cannot be null if WIOAEligibilityRequested field is coded 'Y'. 9999999v99 (10,2) Field has two decimal positions and the decimal point (.) must be included. Institutions can report either an hourly rate or a quarterly rate. Example: hourly rate of \$12.50 is reported as '12.50' and a quarterly rate of \$10,000 is reported as '10000.00'.	
Hyperlink Resources:	https://wdr.doleta.gov/directives/attach/TEGL/TEGL_10-16-Change1_Acc.pdf	
Manual Year:	2018	
Codeset Name:		
CodesetFormat:		
CodesetComments:		
CodesetExample:		
	Value	Description

Field Name: **MedianEarningsUnit**
Descriptor Long: Median Earnings Unit
Field Length: 1
Field Status: Current
Definition: The unit of measure for Median Earnings
Comments: OPTIONAL for Non WIOA programs. The field cannot be null if **WIOAEligibilityRequested** field is coded 'Y'.
H = Hours, Q= Quarterly
This field is '**UNIT**' in the ETPS data system.

Hyperlink Resources:

Manual Year: 2018

Codeset Name:

CodesetFormat:

CodesetComments:

CodesetExample:

Value	Description
H	Hours
Q	Quarterly

Field Name:	MTS_Id	
Descriptor Long:	ETPS Provider ID Number	
Field Length:	10	
Field Status:	Current	
Definition:	Training location ID assigned in ETPS.	
Comments:	Represents an individual site where the institution offers the program. Use '9999999999' when ETPS ID Number not assigned. This field is ' MTSID ' in the ETPS data system.	
Hyperlink Resources:		
Manual Year:	2018	
Codeset Name:		
CodesetFormat:		
CodesetComments:		
CodesetExample:		
	Value	Description
	9999999999	Use when ETPS ID Number not assigned

Field Name:**NonCredit**

Descriptor Long:

Program Category NonCredit

Field Length:

1

Field Status:

Current

Definition:

Is program noncredit?

Comments:

Y=Yes N=No

If **Credit** = 'Y', this field must be coded 'N'.

Hyperlink Resources:

Manual Year:

2018

Codeset Name:

CodesetFormat:

CodesetComments:

CodesetExample:

Value**Description**

Y

Yes program is offered as Noncredit

N

No, program is offered for Credit

Field Name:	Notes	
Descriptor Long:	Notes/Disclaimers	
Field Length:	300	
Field Status:	Current	
Definition:	Additional notes/disclaimers the institution wants to share about the program.	
Comments:	OPTIONAL.	
Hyperlink Resources:		
Manual Year:	2018	
Codeset Name:		
CodesetFormat:		
CodesetComments:		
CodesetExample:		
	Value	Description

Field Name:	NumApprentices	
Descriptor Long:	Number of Apprentices	
Field Length:	5	
Field Status:	Current	
Definition:	Number of active apprentices at the time the program is submitted (DOL request)	
Comments:	OPTIONAL. Must be >0 if either ApprenticeshipCredit = 'Y' or ApprenticeshipNonCredit = 'Y'	
Hyperlink Resources:		
Manual Year:	2018	
Codeset Name:		
CodesetFormat:		
CodesetComments:		
CodesetExample:		
	Value	Description

Field Name: **OffAfternoon**
Descriptor Long: Program Time Offerings - Afternoon
Field Length: 1
Field Status: Current
Definition: Is any portion of the program offered in the afternoon?
Comments: Y=Yes N=No
 At least one program time (**OffMorning, OffAfternoon, OffEvening, OffWeekend, OffOther**) must be coded 'Y' unless TRN_PROV_PROG_APP_ID is unknown ('999999999')

Hyperlink Resources:

Manual Year: 2018

Codeset Name:

CodesetFormat:

CodesetComments:

CodesetExample:

Value	Description
Y	Yes, some portion of the program is offered in the afternoon.
N	No, no portion of the program is offered in the afternoon.

Field Name: **OffEvening**
Descriptor Long: Program Time Offerings - Evenings
Field Length: 1
Field Status: Current
Definition: Is any portion of the program offered in the evening?
Comments: Y=Yes N=No
 At least one program time (**OffMorning, OffAfternoon, OffEvening, OffWeekend, OffOther**) must be coded 'Y' unless **TRN_PROV_PROG_APP_ID** is unknown ('9999999999').

Hyperlink Resources:

Manual Year: 2018

Codeset Name:

CodesetFormat:

CodesetComments:

CodesetExample:

Value	Description
Y	Yes, some portion of the program is offered in the evening.
N	No, no portion of the program is offered in the evening.

Field Name: **OffMorning**
Descriptor Long: Program Time Offerings - Morning
Field Length: 1
Field Status: Current
Definition: Is any portion of the program offered in the morning?
Comments: Y=Yes N=No
 At least one program time (**OffMorning**, **OffAfternoon**, **OffEvening**, **OffWeekend**, **OffOther**) must be coded 'Y' unless **TRN_PROV_PROG_APP_ID** is unknown ('9999999999').

Hyperlink Resources:

Manual Year: 2018

Codeset Name:

CodesetFormat:

CodesetComments:

CodesetExample:

Value	Description
Y	Yes, some portion of the program is offered in the morning.
N	No, no portion of the program is offered in the morning.

Field Name:	OffOther	
Descriptor Long:	Program Time Offerings - Other	
Field Length:	1	
Field Status:	Current	
Definition:	Is the program offered at other times?	
Comments:	Y=Yes N=No	
	If program is offered 100% online , code this field with a 'Y' and provide explanation in the OffOtherDesc field.	
	At least one program time (OffMorning, OffAfternoon, OffEvening, OffWeekend, OffOther) must be coded 'Y' unless TRN_PROV_PROG_APP_ID is unknown ('9999999999').	
Hyperlink Resources:		
Manual Year:	2018	
Codeset Name:		
CodesetFormat:		
CodesetComments:		
CodesetExample:		
	Value	Description
	Y	Yes
	N	No

Field Name:	OffOtherDesc
Descriptor Long:	Description of Program Time Offerings – Other
Field Length:	500
Field Status:	Current
Definition:	Description of other times the program is offered
Comments:	Example: ‘Tuesday and Thursday mornings only’ or ‘Program is offered 100% online’. Cannot be left blank if OffOther = ‘Y’

Hyperlink Resources:

Manual Year: 2018

Codeset Name:

CodesetFormat:

CodesetComments:

CodesetExample:

Value	Description
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Field Name: **OffWeekend**
Descriptor Long: Program Time Offerings - Weekends
Field Length: 1
Field Status: Current
Definition: Is any portion of the program offered on weekends?
Comments: Y=Yes N=No
 At least one program time (**OffMorning, OffAfternoon, OffEvening, OffWeekend, OffOther**) must be coded 'Y' unless **TRN_PROV_PROG_APP_ID** is unknown ('9999999999').

Hyperlink Resources:

Manual Year: 2018

Codeset Name:

CodesetFormat:

CodesetComments:

CodesetExample:

Value	Description
Y	Yes, some portion of the program is offered on weekends
N	No, no portion of the program is offered on weekends

Field Name: **Online**
Descriptor Long: Online program option
Field Length: 1
Field Status: Current
Definition: Is the program offered completely (100%) online?
Comments: Y = Yes N = No
 At least one mode of delivery **Online, Classroom, Hybrid,** or **OtherProgramDelivery** must be coded 'Y'.

Hyperlink Resources:

Manual Year: 2018

Codeset Name:

CodesetFormat:

CodesetComments:

CodesetExample:

Value	Description
Y	Yes, program is 100% online
N	No, program Not 100% online

Field Name:	OtherCosts	
Descriptor Long:	Other Costs	
Field Length:	10	
Field Status:	Current	
Definition:	Any current cost not covered by the categories of books, tools, fees or supplies.	
Comments:	OPTIONAL. 9999999v99 (10,2). Field has two decimal positions and the decimal point (.) must be included. Example: \$250 to be reported as '250.00'. Institutions have the option to report Other Costs on either a program basis or credit hour basis, however if LengthType is reported as 'M' Monthly, 'W' Weekly or 'H' Hourly, OtherCosts must be reported on a program basis.	
Hyperlink Resources:		
Manual Year:	2018	
Codeset Name:		
CodesetFormat:		
CodesetComments:		
CodesetExample:		
	Value	Description

Field Name:	OtherCostsDescription	
Descriptor Long:	Other Costs Description	
Field Length:	300	
Field Status:	Current	
Definition:	Description of what the institution is including in the amount for other costs.	
Comments:	OPTIONAL. Example: 'Background check'. Optional but Mandatory when a value is entered in OtherCosts .	
Hyperlink Resources:		
Manual Year:	2018	
Codeset Name:		
CodesetFormat:		
CodesetComments:		
CodesetExample:		
	Value	Description

Field Name:	OtherCostsUnit
Descriptor Long:	Other Costs - Unit
Field Length:	1
Field Status:	Current
Definition:	Unit describing the number entered for other program costs.
Comments:	OPTIONAL. C = Credit hour, P = Program. Optional but Mandatory when a number is entered in OtherCosts . If LengthType is reported as 'M' Monthly, 'W' Weekly or 'H' Hourly, then OtherCostsUnit must be reported on a Program basis.

Hyperlink Resources:

Manual Year:	2018
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Codeset Name:

CodesetFormat:

CodesetComments:

CodesetExample:

Value	Description
C	Credit hour
P	Program

Field Name: **OtherProgramDelivery**

Descriptor Long: Other program delivery options

Field Length: 1

Field Status: Current

Definition: Is the program offered with delivery options other than online, classroom or hybrid?

Comments: Y = Yes N = No
At least one mode of delivery **Online, Classroom, Hybrid**, or **OtherProgramDelivery** must be coded 'Y'.

Hyperlink Resources:

Manual Year: 2018

Codeset Name:

CodesetFormat:

CodesetComments:

CodesetExample:

Value	Description
Y	Yes, the program is offered with delivery options other than online, classroom or hybrid
N	No, the program is Not offered with delivery options other than online, classroom or hybrid

Field Name:	Outcome	
Descriptor Long:	Outcome Title	
Field Length:	100	
Field Status:	Current	
Definition:	Additional description of the degree level.	
Comments:	Example: 'Associate of Science'	
Hyperlink Resources:		
Manual Year:	2018	
Codeset Name:		
CodesetFormat:		
CodesetComments:		
CodesetExample:		
	Value	Description

Field Name:	OutofDistrictTuition	
Descriptor Long:	Resident Tuition: Out-of-District	
Field Length:	10	
Field Status:	Current	
Definition:	Report Missouri-Out of District rates for 2 year schools and In-State tuition for 4 year schools in this field.	
Comments:	9999999v99 (10,2). Field has two decimal positions and the decimal point (.) must be included. Example: \$250 to be reported as '250.00'.	
Hyperlink Resources:		
Manual Year:	2018	
Codeset Name:		
CodesetFormat:		
CodesetComments:		
CodesetExample:		
	Value	Description

Field Name:**PellGrant**

Descriptor Long: Pell Grant Eligible
Field Length: 1
Field Status: Current
Definition: Is the Program PELL Eligible?
Comments: OPTIONAL. Y=Yes N=No

Hyperlink Resources:

Manual Year: 2018

Codeset Name:

CodesetFormat:

CodesetComments:

CodesetExample:

Value	Description
Y	Yes Program is PELL Eligible
N	No Program is Not PELL Eligible

Field Name:	Prog_ID	
Descriptor Long:	DHE Program ID Number	
Field Length:	30	
Field Status:	Current	
Definition:	Institution must obtain DHE approval before submitting credit programs through this system.	
Comments:	Use '9999999999' for noncredit or other programs not subject to DHE approval. If Credit = 'Y', then Prog_ID must not be '9999999999'.	
Hyperlink Resources:		
Manual Year:	2018	
Codeset Name:		
CodesetFormat:		
CodesetComments:		
CodesetExample:		
	Value	Description
	9999999999	Unknown, Noncredit program or not subject to DHE approval.

Field Name:	ProgramDesc	
Descriptor Long:	Detailed Program Description	
Field Length:	500	
Field Status:	Current	
Definition:	Detailed description of the program.	
Comments:		
Hyperlink Resources:		
Manual Year:	2018	
Codeset Name:		
CodesetFormat:		
CodesetComments:		
CodesetExample:		
	Value	Description

Field Name:	ProgramTitle	
Descriptor Long:	Title of Program	
Field Length:	255	
Field Status:	Current	
Definition:	The Program Title is assigned by the institution and is in a text format.	
Comments:		
Hyperlink Resources:		
Manual Year:	2018	
Codeset Name:		
CodesetFormat:		
CodesetComments:		
CodesetExample:		
	Value	Description

Field Name:	RefundPolicy	
Descriptor Long:	Refund Policy	
Field Length:	1000	
Field Status:	Current	
Definition:	Details about institution's Refund Policy	
Comments:	Example: 'Details of the school's refund policy can be found at https://school/refund '.	
Hyperlink Resources:		
Manual Year:	2018	
Codeset Name:		
CodesetFormat:		
CodesetComments:		
CodesetExample:		
	Value	Description

Field Name:	Requirements	
Descriptor Long:	Admission Requirements	
Field Length:	500	
Field Status:	Current	
Definition:	Additional requirements for individual to be admitted into program.	
Comments:	OPTIONAL. Example: 'Must be a high school graduate or equivalent.'	
Hyperlink Resources:		
Manual Year:	2018	
Codeset Name:		
CodesetFormat:		
CodesetComments:		
CodesetExample:		
	Value	Description

Field Name:	STATE	
Descriptor Long:	Program State	
Field Length:	2	
Field Status:	Current	
Definition:	State where program is offered	
Comments:	OPTIONAL. Two digit State abbreviation. If left blank the Site state will be used.	
Hyperlink Resources:		
Manual Year:	2018	
Codeset Name:		
CodesetFormat:		
CodesetComments:		
CodesetExample:		
	Value	Description

Field Name:	Supplies	
Descriptor Long:	Supplies	
Field Length:	10	
Field Status:	Current	
Definition:	Currently established cost of supplies needed to participate in the program.	
Comments:	9999999v99 (10,2). Field has two decimal positions and the decimal point (.) must be included. Example: \$250 to be reported as '250.00'. Institutions have the option to report the cost of supplies on either a program basis or credit hour basis, however if LengthType is reported as 'M' Monthly, 'W' Weekly or 'H' Hourly, Supplies must be reported on a program basis.	
Hyperlink Resources:		
Manual Year:	2018	
Codeset Name:		
CodesetFormat:		
CodesetComments:		
CodesetExample:		
	Value	Description

Field Name: **SuppliesUnit**
Descriptor Long: Supplies - Unit
Field Length: 1
Field Status: Current
Definition: The unit of measure for reported cost of supplies.
Comments: C = Credit hour P = Program
 If **LengthType** is reported as 'M' Monthly, 'W' Weekly or 'H' Hourly, then **SuppliesUnit** must be reported on a Program basis.

Hyperlink Resources:

Manual Year: 2018

Codeset Name:

CodesetFormat:

CodesetComments:

CodesetExample:

Value	Description
C	Credit hour
P	Program

Field Name:**Tools**

Descriptor Long:

Cost of Tools for Program

Field Length:

10

Field Status:

Current

Definition:

Currently established cost of tools required to participate in the program.

Comments:

99999999v99 (10,2). Field has two decimal positions and the decimal point (.) must be included. Example: \$250 to be reported as '250.00'. Institutions have the option to report the cost of tools on either a program basis or credit hour basis, however if **LengthType** is reported as 'M' Monthly, 'W' Weekly or 'H' Hourly, **Tools** must be reported on a program basis.

Hyperlink Resources:

Manual Year:

2018

Codeset Name:

CodesetFormat:

CodesetComments:

CodesetExample:

Value**Description**

Field Name:	ToolsUnit	
Descriptor Long:	Tools - Unit	
Field Length:	1	
Field Status:	Current	
Definition:	The unit of measure for reported cost of tools	
Comments:	C = Credit hour P = Program If LengthType is reported as 'M' Monthly, 'W' Weekly or 'H' Hourly, then ToolsUnit must be reported on a Program basis.	
Hyperlink Resources:		
Manual Year:	2018	
Codeset Name:		
CodesetFormat:		
CodesetComments:		
CodesetExample:		
	Value	Description
	C	Credit hour
	P	Program

Field Name:	TransferDegree	
Descriptor Long:	Transfer Degree	
Field Length:	1	
Field Status:	Current	
Definition:	Identifies whether the intent of this program is to transfer students into a 4 year degree program	
Comments:	Y=Yes N=No X = Not applicable	
Hyperlink Resources:		
Manual Year:	2018	
Codeset Name:		
CodesetFormat:		
CodesetComments:		
CodesetExample:		
	Value	Description
	Y	Yes
	N	No
	X	Not applicable

Field Name:	Trn_Prov_Prog_App_Id	
Descriptor Long:	ETPS Program ID	
Field Length:	10	
Field Status:	Current	
Definition:	Unique ID number assigned to the program by ETPS when applying for program approval.	
Comments:	If NonCredit field = 'Y', then this field cannot be Unknown ('9999999999'). This field is ' TrnProvProgAppld ' in the ETPS data system.	
Hyperlink Resources:		
Manual Year:	2018	
Codeset Name:		
CodesetFormat:		
CodesetComments:		
CodesetExample:		
	Value	Description
	9999999999	Unknown, cannot be used for Noncredit programs

Field Name:**TuitionNonResident**

Descriptor Long:

Non-Resident Tuition for Out of State residents

Field Length:

10

Field Status:

Current

Definition:

Tuition charge for non-Missouri residents.

Comments:

9999999v99 (10,2). Field has two decimal positions and the decimal point (.) must be included. Example: \$250 to be reported as '250.00'

Hyperlink Resources:

Manual Year:

2018

Codeset Name:

CodesetFormat:

CodesetComments:

CodesetExample:

Value**Description**

Field Name:	TuitionResident	
Descriptor Long:	Resident Tuition: In-District	
Field Length:	10	
Field Status:	Current	
Definition:	Tuition charge for residents of the institution's district.	
Comments:	9999999v99 (10,2). To be reported by two year institutions only. Field has two decimal positions and the decimal point (.) must be included. Example: \$250 to be reported as '250.00'	
Hyperlink Resources:		
Manual Year:	2018	
Codeset Name:		
CodesetFormat:		
CodesetComments:		
CodesetExample:		
	Value	Description

Field Name: **TuitionUnit**
Descriptor Long: Tuition Unit
Field Length: 1
Field Status: Current
Definition: The unit of measure for reported tuition rate.
Comments: C = Credit hour P = Program
 If **LengthType** is reported as 'M' Monthly, 'W' Weekly or 'H' Hourly, then **TuitionUnit** must be reported on a Program basis.

Hyperlink Resources:

Manual Year: 2018

Codeset Name:

CodesetFormat:

CodesetComments:

CodesetExample:

Value	Description
C	Credit hour
P	Program

Field Name:	WaiverRequested	
Descriptor Long:	Waiver Requested	
Field Length:	1	
Field Status:	Current	
Definition:	Does the institution want to submit a request for a performance waiver?	
Comments:	OPTIONAL for Non WIOA programs. The field cannot be null if WIOAEligibilityRequested field is coded 'Y'. Y = Yes N= No X = NA	
Hyperlink Resources:		
Manual Year:	2018	
Codeset Name:		
CodesetFormat:		
CodesetComments:		
CodesetExample:		
	Value	Description
	Y	Yes
	N	No
	X	Not Applicable

Field Name:	WIOAEligibilityRequested	
Descriptor Long:	WIOA Eligibility Requested	
Field Length:	1	
Field Status:	Current	
Definition:	If the school submits a program to be approved for WIOA, code as 'Y' (Yes). If program does not need approval, code as 'N' (No).	
Comments:	Y=Yes N=No	
Hyperlink Resources:		
Manual Year:	2018	
Codeset Name:		
CodesetFormat:		
CodesetComments:		
CodesetExample:		
	Value	Description
	Y	Yes, program is submitted for WIOA approval
	N	No, program Not submitted for WIOA approval

Field Name:	ZIP	
Descriptor Long:	Program Zip code	
Field Length:	10	
Field Status:	Current	
Definition:	Zip code of program	
Comments:	OPTIONAL. Zip code +four. If left blank the Site zip code will be used.	
Hyperlink Resources:		
Manual Year:	2018	
Codeset Name:		
CodesetFormat:		
CodesetComments:		
CodesetExample:		
	Value	Description
	99999-9999	Format for zip code

This document is 100% funded by the MoSTEMWINS \$19.7 million grant for the U.S. Department of Labor, Employment and Training Administration (TAACCCT). The product was created by the grantee and does not necessarily reflect the official position of the U.S. Department of Labor. The Department of Labor makes no guarantees, warranties, or assurances of any kind, express or implied, with respect to such information, including any information on linked sites and including but not limited to accuracy of the information or its completeness, timeliness, usefulness, adequacy, continued availability, or ownership.

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